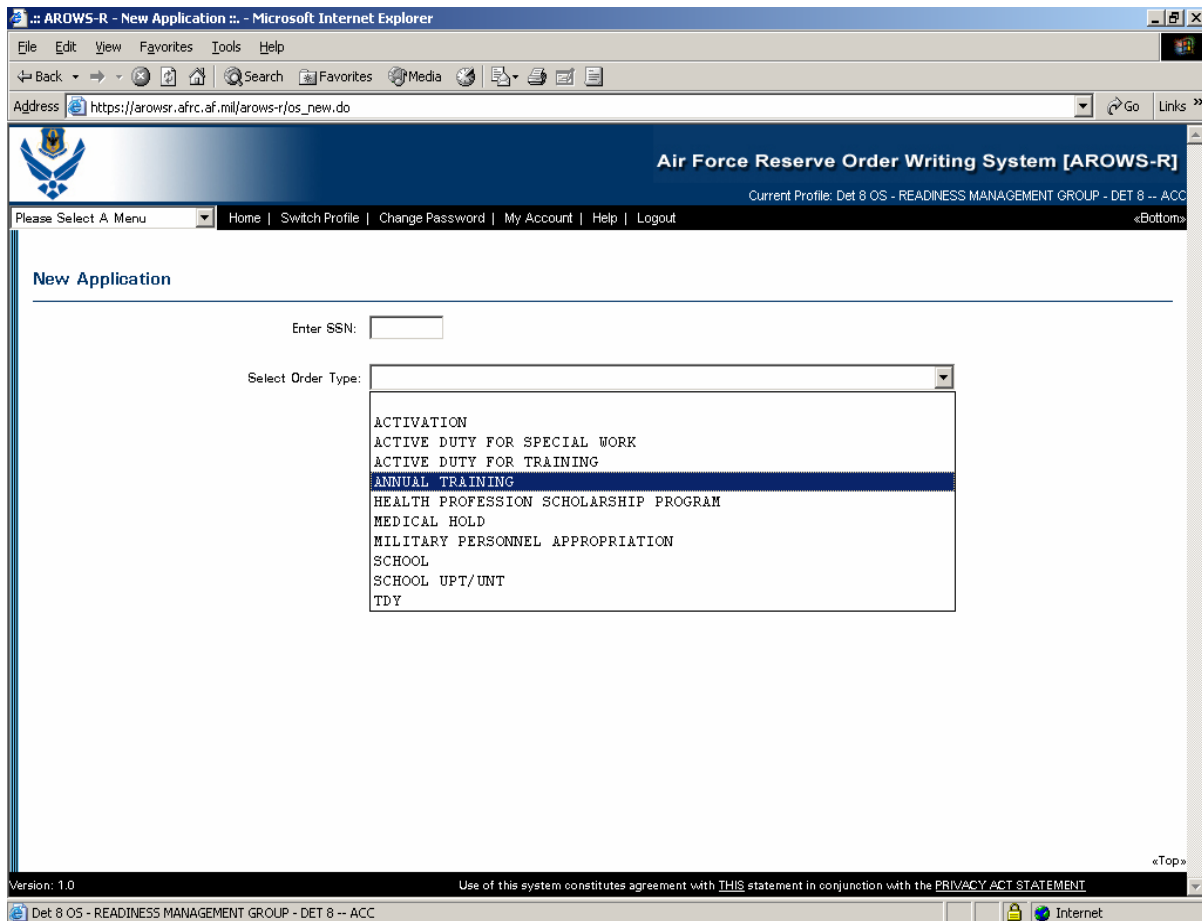


Type of Tour: The following pages address different types of tours that can be entered in AROWS-R system.



Annual Training: AFMAN 36-8001 IMAs are authorized 12 days per fiscal year unless under special circumstances the IMA requires 14 consecutive days to complete training that requires 14 full days in order gain the maximum benefit from the training (Table 1.1, Rule 6). Please provide justification under Step 6 (Justifications). Split tours Annual Training (AT) may be authorized by the supervisor in order that the mission can be more efficiently supported. (Para 5.11), for any combination of two separate tours equaling 12. Provide mission justification under the General Justifications field in "Justifications."

Some are selecting **Active Duty for Training (ADT)** instead of **AT**. If the member selects the wrong type of tour, the request must be deleted and re-entered under the correct type of tour. The orders specialist does not have the ability to correct the type of tour after it is entered by the member.

ACC IMA Conference (Reserve Personnel Appropriation (RPA)) Tours:

AROWS-R - New Application :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address https://arowsr.afrc.af.mil/arows-r/os_new.do Go Links

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK**
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY

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When selecting the tour type to attend the **ACC IMA Conference**, you may select **AT** or **Active Duty for Special Work (ADSW)**. If selecting ADSW, you must also select the Training Category Code (**JB**). If you don't see the "**JB**" "Conferences..." as one of your options for the tour type you have either selected **AT** or **ADT**. If you have selected **ADT**, you will have to delete and re-enter the application as **ADSW** or **AT**.

Note: RPA **ADSW** tours require members approaching Sanctuary Zone (at least 16 years TAFMS) to complete a Sanctuary Statement of Understanding and receive approval from RMG/CC before starting tour. In these cases, AT may be the best option (discuss this with your active duty supervisor).

AROWS-R - New Application :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://arowsr.afrc.af.mil/arows-r/os_new.do Go Links

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New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION**
- SCHOOL
- SCHOOL UPT/UNT
- TDY

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Military Personnel Appropriation (MPA):

Those completing a request to support an active duty mission must select **Military Personnel Appropriation** as the type of tour and unless you are directly supporting a contingency select Military Personnel Appropriation (MPA) non-contingency (the second of the two options (otherwise if supporting a contingency select, "Contingency" under the Order Sub Type).

AROWS-R - New Application :: - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://arowsr.afrc.af.mil/arows-r/os_new.do Go Links

Air Force Reserve Order Writing System [AROWS-R]

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New Application

Enter SSN:

Are you creating an order published outside of AROWS-R for the purpose of modifying or amending the order? ☐ Yes ☒ No

Select Order Type: **MILITARY PERSONNEL APPROPRIATION**

Select Order Sub Type:

- CONTINGENCY
- MILITARY PERSONNEL APPROPRIATION (NON)**

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AROWS-R - New Application - Microsoft Internet Explorer

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Air Force Reserve Order Writing System [AROWS-R]

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New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING**
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY

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RPA Active Duty for Training (ADT):

This tour type should only be used to request funding for a training course (not covered under the formal school process of AFMAN 36-8001 Chapter 7), or to allow the IMA to obtain orientation training that cannot be accomplished during normally scheduled IDTs and **AT** (AFMAN 36-8001, Chapter 6). Funding for these types of tours is very limited and there must be a strong justification for provided to support this request. Normally, these types of tours are not approved due to the limited budget provided to the command under **RPA**. Must pay requests must be funded before these un-programmed requests will be funded.

AROWS-R - New Application - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_new.do

Air Force Reserve Order Writing System [AROWS-R]

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New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL**
- SCHOOL UPT/UNT
- TDY

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Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

School:

The AROWS-R system does not allow for an overlap of dates when the IMA cannot select a specific class they would like to attend, for this reason, ARPC has developed an application form on their web site under https://arpc.afrc.af.mil/training/formal_school_request.asp this link allows the IMA complete the request which is forwarded to the Det 8 program manager. Once approved to attend the course a TLN LN is updated in the IMA's MilPDS record. This information is uploaded from MilPDS as a refresh to the AROWS-R system (twice weekly). Once the IMA enters their request for the school with the proper dates, the TLN LN information is populated from the MilPDS refresh.

In order to select formal schools, the IMA selects **School** as the tour type, and the Training Category Code based on the type of training they will be attending. (Identified in Attachment 2 of AFMAN 36-8001).

AROWS-R - New Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://arowsr.afrc.af.mil/arows-r/os_new.do Go Links

Air Force Reserve Order Writing System [AROWS-R]

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New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY**

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Temporary Duty (TDY):

A **TDY** application is not authorized unless the IMA is already in an active duty status (**RPA** or **MPA**) and will be sent to a **TDY** location from their assigned duty location. The assigned unit is responsible for completing a **TDY** application. **TDY** applications are not authorized for IMAs through the AROWS-R system.

The following items are mandatory and require the IMA to complete before routing the request to the Orders Specialist:

MPA/AT/ADT/ADSW/School:

Step 1 (Personal and Contact Information): If the address listed is different than that listed in MilPDS, you will need to update your vMPF record to reflect the appropriate change.

AROWS-R - Personnel Info - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Air Force Reserve Order Writing System [AROWS-R]

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Inbox >> Application Detail

Personnel Info

Track This Application | View Application Details | Print Draft/Official Order

Tracking #	Name:	Start Date: 2005/11/01
Order Type: ADSW	SSN:	Report Date: 2005/11/02 07:30
Status: INITIAL	Grade:	End Date: 2005/11/04
		Total Days: 4

Step 1 of 7: Personnel and Contact Information

Section: 1. Personnel Info

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Contact Information

Contact Email: [Field]

Contact Phone: 574-3844

Home Address and Delivery Address Information

If you live at an apartment, the apartment number must be in the Street Address!
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.

Home Address on File: [Field]

* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☐ Yes ☒ No

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

NOTE: Changes can be made here, however if not updated in vMPF, it will not remain as a permanent part of record.

AROWS-R - Duty Purpose - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

* Training Category | [Lookup](#) AIR COMBAT COMMAND

Conversion Information
Will IDT be performed in conjunction with this set of orders? ☐ Yes ☒ No

Point of Contact Information
Point of Contact
Phone
Email

* Duty Phone(PDS)
* Reserve Pay Office(RPO)

IMA's Supervisor Information
IMA's Supervisor Email Address

Is this request for Points Only(No Pay)? ☐ Yes ☒ No

PCS/HHG Information
* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No
Estimated total cost for House Hold Goods

* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

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Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Step 2 (Duty Purpose Information): Supervisor's e-mail address and Reserve Pay Office (RPO). AROWS-R will not let you select next or go to the next step without completing these items. For tours other than **AT**, the Training Category Code must be selected.

AROWS-R - MPA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://arowsr.afrc.af.mil/arows-r/os_edit_request.do Go Links

MPA

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #
Order Type
Status

Step 3 of 8: MPA Section: 3. MPA

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Aviation Service Code: Not Set

CMAS Authorization #:

* Reserve Active Duty Reason: G - TITLE 10 USC 12301 (D) VOLUNTARY TOUR (UNIT CMDR TASKING)

* Executive Order: 89999M - MANDAYS (ALL OTHERS)

Man-Day ID Code:

* Mean Code: 123

* Mobilization Indicator: 1 - INITIAL MOBILIZATION CREATED

Alert Order Number:

Alert Order Date: 0002/11/30

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Step 3 (MPA only): Reserve Active Duty Reason: (F – TITLE 10 USC 12301 (D) VOLUNTARY TOUR (MAJCOM TASKING); CMAS Number (enter “0”) (actual authorization number will be completed by the AROWS-R Orders Specialist), Executive Order (EO) (select appropriate EO supported (i.e. 89999M – MANDAYS (ALL OTHERS)), Mean Code: (enter “0”) (actual Mean Code will be entered by AROWS-R Orders Specialist), Mobilization Indicator: Select “1 - INITIAL MOBILIZATION CREATED” (Does not mean you are being activated, this code is managed by MilPDS for Pay purposes to the DFAS system).

AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://arowsr.afrc.af.mil/arows-r/os_edit_request.do Go Links

☐ VOCO Order

* Travel Start Date: 2005/10/23

* Initial Report Date/Time: 2005/11/05 07:30

* End Date for this Location: 2005/11/10

Duty Location | [Lookup](#): DF1CFDYC [Get Address](#) [Get Home Station](#)

* Unit Name, FAS, Motel/Hotel Etc.: 355 LOGISTICS READINES SQ

* Address Line 1 | [Lookup](#): 5165 E KACHINA ST

Address Line 2:

* Country: United States

* City: DAVIS-MONTHAN AFB

* State/Province: Arizona

Zip Code: 857074520

PERSTEMPO Information | [Select](#)

* Counted towards Burdensome High Deployment Pay?: NO

* PERSTEMPO Location Code: ARIZONA

* PERSTEMPO Purpose: H
Code Definition: Mission Support (within 100 miles) (No pay)

Duty Status: 73
Pay Code Definition: TDY - Other CONUS to CONUS

* Is this the Primary Perstempo Code? ☒ Yes ☐ No

Per Diem & Travel Information

* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates: to

HOME: KEIZER, OR
Depart on: 2005/10/23

1. DAVIS-MONTHAN AFB, AZ [Edit](#)

[Travel by](#): Airline
Start Date: 2005/10/23
Duty Thru: 2005/11/10
[Per Diem](#): DAVIS-MONTHAN AFB, ARIZONA [Edit](#)

HOME: KEIZER, OR
[Travel by](#): Airline
Arrive on: 2005/11/10 [Edit](#)

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Step 3/4 (MPA) (Duty Location and Travel): Travel Start Date, Initial Report Date, End Date for this Location, Duty Location (if not your duty station, you must enter the location, street address, state (country will default to United States), PERSTEMPO Code is no longer required to be entered by the IMA. If VOCO “checked” must provide a justification in “Justifications” Step.

- **Corporate Limits:** The IMA must answer “Yes” or “No” options in relation to living in Corporate Limits (defined by state department of transportation), commuting distance (determined by the Installation commander (copy of local guidance is obtained from the base Accounting and Finance Office or through base “Intranet” web site). If not living within commute distance, the IMA must choose the method of travel to the duty location.
- If traveling by POV, the IMA will only be paid the amount authorized for the travel (based on the cost of airline ticket). If it is more advantageous to the government for the IMA to travel by POV vs. commercial air, the IMA should choose “Private automobile advantageous to government.” Otherwise, choose “commercial air” (and the departing and arriving airports) or “Private Automobile not advantageous to government.” If traveling by commercial air, the member will need to select the return leg as well for the travel portion of the application.

AROWS-R - Travel :: - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Google Search 19 blocked ABC Check AutoLink AutoFill Options Norton AntiVirus

Air Force Reserve Order Writing System [AROWS-R]

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[Inbox](#) >> Application Detail

Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #:
 Order Type:
 Status:

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation: Commercial Airline
 * Departure Airport: [Lookup](#) PDX Portland OR USA
 * Arrival Airport: TUS Tucson AZ USA
 Award YCA Fare: 124.00

At this point, you can [Fill out Per Diem at this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

HOME: KEIZER, OR

Depart on	2005/10/23	
1. DAVIS-MONTHAN AFB, AZ		Edit
Travel by	Airline	Edit
Start Date	2005/10/23	
Duty Thru	2005/11/10	
Per Diem	DAVIS-MONTHAN AFB, ARIZONA	Edit
HOME: KEIZER, OR		
Travel by	Airline	Edit
Arrive on	2005/11/10	

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Trusted sites

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[Inbox](#) >> Application Detail

Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #:
 Order Type:
 Status:

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation	Commercial Airline
* Departure Airport Lookup	TUS Tucson AZ USA
* Arrival Airport	PDX Portland OR USA
Award YCA Fare	124.00

HOME: KEIZER, OR	
Depart on	2005/10/23
1. DAVIS-MONTHAN AFB, AZ	
Travel by	Airline
Start Date	2005/10/23
Duty Thru	2005/11/10
Per Diem	DAVIS-MONTHAN AFB, ARIZONA
HOME: KEIZER, OR	
Travel by	Airline
Arrive on	2005/11/10

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

AROWS-R - Per Diem - Internet Explorer Provided by Cox High Speed Internet

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Section: 4. Duty Locations

Step 4 of 8: Duty Locations and Travel

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Per Diem Location
 * Per Diem Location | [Lookup](#)
 DAVIS-MONTHAN AFB/ARIZONA
 03/01-09/30
 Max Lodging: \$75
 Max Meals: \$46
 10/01-02/28
 Max Lodging: \$88
 Max Meals: \$46

Rental Car Information
 * Is a rental car required? ☐ Yes ☒ No

Quarters and Messing
 * Quarters
 Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.

* Messing

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

HOME: KEIZER, OR
 Depart on 2005/10/23
 1. [DAVIS-MONTHAN AFB, AZ](#) [Edit](#)
 Travel by Airline [Edit](#)
 Start Date 2005/10/23
 Duty Thru 2005/11/10
 Per Diem DAVIS-MONTHAN AFB, ARIZONA [Edit](#)
HOME: KEIZER, OR
 Travel by Airline [Edit](#)
 Arrive on 2005/11/10

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Per Diem location is required (if traveling to the duty location (not commuting or living within corporate limits of the location). Along with Per Diem, Quarters and messing must be selected (if not sure about quarters or messing availability, contact your duty location before completing this section).

AROWS-R - Tour - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

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Tracking #
Order Type:
Status:

Step 5 of 8: Tour Section: 5. Tour

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

GTCC Information | [Select](#)

* Does the Member have a Government Travel Charge Card (GTCC)? YES
* Description: NO ADVANCE AUTHORIZED
* Type of Account: INDIVIDUALLY BILLED ACCOUNT(IBA)

Has variation of itinerary been authorized? Yes ☐ No ☒
Has dual lodging been authorized? Yes ☐ No ☒
Has in and around mileage been authorized? Yes ☐ No ☒
Has mixed mode of travel been authorized? Yes ☐ No ☒
Has limited long distance phone calls home been authorized? Yes ☐ No ☒
Will the Member be performing duty in a combat zone? Yes ☐ No ☒
Is the Member requesting 150% AEA? Yes ☐ No ☒
Is the Member requesting 300% AEA? Yes ☐ No ☒
Customer Identification Code:
Is the Member taking leave in Conjunction? Yes ☐ No ☒
If excess baggage has been authorized: Number Of Excess Baggage
 Weight Not To Exceed
 Total Cost

Registration Information

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Step 4/5 MPA (Tour): Must select whether you have a Government Travel Card (Pick appropriate option (Member does not have a government travel card (checked) or (unchecked) member does have a government travel card). “No” options do not require a justification, any “Yes” selection must be explained in the Justifications Step. NOTE: CIC Code is required for overseas travel; enter “00000000” (this will be corrected by the Budget Analyst at RMG).

AROWS-R - Government Travel Charge Card - Internet Explorer Provided by Cox H...

Government Travel Charge Card

☒ Member does not have a government travel charge card

Description

☐ IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.

☐ HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.

☐ IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.

☐ IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.

☐ EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

[Select](#) [Close](#)

AROWS-R - Government Travel Charge Card - Internet Explorer Provided by Cox H...

Government Travel Charge Card

☐ Member does not have a government travel charge card

Description

☐ IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.

☐ NO ADVANCE AUTHORIZED.

☐ NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS

☐ CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED

☐ NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

[Select](#) [Close](#)

AROWS-R - Paragraphs ... - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

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Tracking #:
Order Type:
Status:

Step 6 of 8: Paragraph Selection Section: 6. Paragraphs

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

[Go to Non-Standard Paragraphs](#)

[Add Paragraphs](#)

Miscellaneous Standard Paragraphs

Action	Code	Paragraph Text
Delete	1104	SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

[Add Paragraphs](#)

Non-Standard Paragraphs

Action	Paragraph Text
Add	<input type="text"/>

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC Trusted sites

Step 5/6 MPA (Paragraphs): If traveling to location, select:


Paragraph Text	
Delete	1104 SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.

AROWS-R - Justification :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://arowsr.afrc.af.mil/arows-r/os_edit_request.do Go Links

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[Inbox](#) >> Application Detail

Justification

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #
Order Type:
Status:

Step 7 of 8: Justification Section: 7. Justification

[Help](#) is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

General Comments/Justifications	Assist unit with inspection/exercise preparations.
Justification for Hard Holds	
Justification for Waivers	

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Step 6/7 MPA (Justifications): Mandatory comments required if Hard Hold condition is identified, for **VOCO**, or any **"Yes"** option selected in Step 4/5 MPA (Tour)

AROWS-R - Funding - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Total Days: 19

Step 8 of 8: Funding Information Section: 8. Funding Information

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

[View Order Cost](#)

Pay & Allowance

Action	FY	Fund Citation
Edit	2006	5763500 326 511 525725 30111C

Total Travel Cost

Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
Edit	248.00	0.00	0.00	540.00	243.70	40.00	1,071.70

Charge Air Cost to the Miscellaneous? ☒ No ☐ Yes

Travel & Per Diem

Action	FY	Other Funding	Fund Citation
Edit	2006	<input checked="" type="checkbox"/>	

Previous Disapprove Save Save & Close Save & Route Cancel Changes

Version: 1.0 Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Step 7/8 MPA (Funding): This section was identified as “not required for IMAs” until changed in future release, please use the following steps to select Fund Citation:

- For Pay and Allowance fund cite, click on “Edit” option and select any of the fund cites (if incorrect, orders specialist will correct before it is forwarded to your Reserve Pay Office (milpay specialist)).

NOTE: Cannot change Pay and Allowance fund cite provided for MPA tours.

- Travel and Per Diem fund cite, follow steps identified above.

MPA only: Click on the “Other Funding” option and enter the following information in the Fund Cite field: “Per Diem and Travel provided through CMAS Authorization Message.”